



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219-2000

GREGORY A. WHIRLEY
COMMISSIONER

September 22, 2011

TO: County Administrators/City & Town Managers

SUBJECT: Application Deadlines/Workshops Reminder

We wanted to provide a quick reminder regarding upcoming application deadlines for both the Transportation Enhancement Program and the Revenue Sharing Program, which are earlier this year than in previous years. Applications for both of these Special Funding Programs are due by **November 1st**.

Additionally, we wanted to provide a reminder about the Transportation Enhancement Sponsor workshops scheduled for October. The sponsor workshops are intended to convey some of the procedural requirements that come with administering federal Transportation Enhancement projects. Local project sponsors who are currently managing an Enhancement project as well as their consultants or other parties responsible for project coordination are encouraged to participate in this workshop. Additional details concerning the application and program requirements, as well as, the workshop schedule and directions to each workshop can be found on our Local Assistance Division website at:

<http://www.virginiadot.org/business/local-assistance.asp> .

If you have any questions about the application deadline or process for the Revenue Sharing program, you may contact Debbi Webb-Howells at (804) 786-1519 or by email at Debbi.Webb-Howells@VDOT.virginia.gov. If you have any questions about the application deadline or process for the Transportation Enhancement program, you may contact Pam Liston at (804) 786-2264 or at Pam.Liston@VDOT.virginia.gov.

Sincerely,

Jennifer B. DeBruhl
Acting Director, Local Assistance Division